CERTIFICATE IN

MEDICAL BILLING AND CODING

The Medical Billing and Coding program prepares graduates to work as entry-level medical billing specialists.

PROGRAM OVERVIEW

Students receive training in standard medical procedure coding, insurances, reimbursements, healthcare standards, and information storage and retrieval systems. Graduates may seek entry-level employment in physician's offices, clinics, laboratories, hospitals, group practices, specialty practices, health insurance offices, and nursing homes. The program helps prepare and encourages graduates to sit for a certification examination.

Gain In-Demand Skills Through Online Training!

COURSE LIST

Integumentary, Skeletal, Muscular, and Gastrointestinal Systems

Respiratory, Cardiovascular, Blood, Lymphatic, and Immune Systems

Nervous, Sensory, Endocrine, Urinary, and Reproductive Systems

Allied Health Orientation

Pathology

Pharmacology

Medical Office Systems

Medical Coding

Medical Insurance Billing

Practical Computer Applications

Health Information Systems and Technology

Intermediate Coding

Advanced Medical Coding

Registries and Statistics

Externship

Coding Certification Preparation

Organizational Dynamics

POTENTIAL JOB RESPONSIBILITIES

- Protect the security of medical records to ensure that confidentiality is maintained.

- Review records for completeness, accuracy, and compliance with regulations.

- Retrieve patient medical records for physicians, technicians, or other medical personnel.

- Assign the patient to diagnosis-related groups (DRGs), using appropriate computer software. Process patient admission or discharge documents.

SOURCE: www.onetonline.org/link/summary/29-2071.00

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6397 Lee Hwy, Suite 100, Chattanooga, TN 37421

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